

Application Instructions Kansas Dietitian License

The educational and 900 clock hours of supervised dietetic experience requirements are set forth in KSA 65-5906 and KAR 28-59-3 and are: a baccalaureate or postbaccalaureate degree with the course of study from an accredited or approved American Dietetic Association (ADA) dietetics program or deemed its equivalent by the Secretary of Health and Environment and the 900 clock hours of supervised dietetic experience acquired from an ADA-approved or accredited program for dietitians or deemed its equivalent by the Secretary of Health and Environment.

Enclosed is a copy of the statutes (KSA 65-5901, et seq) and regulations (KAR 28-59-1, et seq) which concern the licensing of dietitians in Kansas, a license application and instructions for completing and submitting the application.

A full license may be granted to an applicant who:

- g has completed the required education and 900 clock hours of supervised dietetic experience and has passed the Commission of Dietetic Registration (CDR) test.

A temporary license may be granted to an applicant who:

- g has completed the educational requirements and 900 clock hours of supervised dietetic experience and has not successfully passed or has never taken the Commission on Dietetic Registration (CDR) test and, therefore, must be scheduled for the state licensing test, or
- g holds a Kansas license which is expired and is eligible for renewal and is in the process of accumulating the required continuing education clock hours.

When a temporary application is approved, a letter serving as a temporary license will be issued. The license will expire in six months and may be renewed for an additional six months by submitting a written request and the renewal fee.

A temporary license may *not* be issued to:

- g a person who is in the process of completing educational requirements or 900 clock hours supervised practice as a dietitian, or
- g a person whose license is revoked, suspended, or whose license was not renewed or was denied in accordance with KSA 65-5911 or KAR 28-59-6.

Each license application must be accompanied by all completed required supplements, Information Inventory and appropriate fee. The fee is nonrefundable. **Make cashier's, certified, business checks, or money orders payable to Kansas Department of Health and Environment or "KDHE". If paying by Discover Card the enclosed authorization must be completed and signed.**